

Minutes of Meeting

Meeting Reference No: MITS/IQAC/22-23/02		
Date, Time and Venue of meeting: 3/FEB/2023, 3:00 pm; Board Room		
Meeting Called by: Dr Neelakantan P.C., Chairperson		
Agenda: 1. Plan for Part 4 : supply of information based on criteria: 9 Agenda: 2. Finalizing the allotment of work for the same		
Opening: The meeting was called to order by Dr Neelakantan P.C. at 3:00pm. Approval of Agenda: The agenda was unanimously approved as distributed. Approval of Minutes: The minutes of the previous meeting were unanimously approved as distributed.		
Status of Action Items from Previous Meeting:		
Sl. No.	Item	Status
1.	Data verified. Make sure student activities from all corresponding five years (only those with proof permitted) College level can be included	
Discussions (attach additional sheets, if required): <u>Agenda 1</u> 1) Academic reputation and previous performance in university examination (from establishment) 6 batches 2017 entry onwards (highlight rank holders) KTU API index can be shown here Mg university position certificate – Electronics dept 2) Co-curricular and extra-curricular activities (support, dept association, student council = nba criteria 9, IEEE, ..spots, games, NSS) – Shareena Basheer 3) Academic/extension/research achievements of faculty - collect from each department (share a google sheet) write up + how institution supports (incentives) – Prisley & Nikhil 4) Quality and merit in the selection of students and teachers - quality and merit in selection of students – Rema devi miss Refer hr manual/ prospectus for faculty recruitment process 5) Adequacy of infrastructure - aicte document has all these – institutional needed (sunith sir) + labs +playgrounds+ hostels. (mandatory disclosure from Dhanya) – Jincy P Mathai 6) Quality of Institutional Management – handle centrally		

7) Financial resources provided by the management for the development of the college - 3 years under various heads under nba criteria 10 – institution + department combined needed (need verification) only 7 heads needed no entire files needed – Rakhee S

8) Responsiveness of the administrative structure - current structure + write up which is being already covered in nba criteria 10, council, roles - Tony MATHEW

Organization chart may be included

9) Motivation and involvement of faculty in the promotion of innovative reforms – refer fpads – handle centrally

All points need to be produced with a small write up of one or two paragraphs – drive link will be shared for uploading the same.

Deadline – March 3, 2023

Additions to Agenda (if any): NIL

Adjournment:

The Meeting was adjourned at 3:45 pm by Dr Neelakantan P.C.

Post Meeting Action Items (attach additional sheets, if required):

Sl No.	Item	Marked To
1.	Decided to collect data from individual departments before 3 rd of March 2023	All auditors

Attendees

Sl. No.	Name of Member
1	Dr Neelakantan P.C., Principal
2	Dr Shajimon K John, Dean Academics
3	Ms Remadevi M, Professor, Dept of CE
4	Mr Tony Mathew, Asst Prof., Dept of EE
5	Ms Rakhee M, Asst Prof., Dept of CSE
6	Ms Jincy P Mathai, Asst Prof., Dept of BSH
7	Ms Shareena Basheer, Asst. Prof., Dept of AI-DS
8	Ms Jiss Kuruvilla, Asst Prof., Dept of MCA
9	Mr. Prisley Varghese, Asst Prof., Dept of ME
10	Dr. Nikhil K, Asst Prof., Dept of ME

Apology:

Sl. No.	Name of Member
1	Dr Manoj Kumar, Asso. Prof., ME
2	Ms. Nayana P K , Asst Prof., Dept of ECE

Prepared by: Shareena Basheer

Approved by: Dr Neelakantan P.C.